

Dartmoor PRIMARY SCHOOL



DARTMOOR PRIMARY SCHOOL

2023
HANDBOOK



76 Greenham Street
Dartmoor Vic 3304

Ph: (03) 55281 1382 E-Mail: dartmoor.ps@education.vic.gov.au
Website: dartmoorps.vic.edu.au

“Building Success and Friendship”

INTRODUCTION

Dartmoor Primary School provides a stimulating, safe and caring learning environment. Teaching and learning are our main priority and students are given opportunities to reach their full potential. Within the school community we value the contributions of all students, their families and staff. We believe that optimum learning occurs when the school and home/community work in partnership. We have an open-door policy and parents are welcome in the school and classrooms at all times (COVID rules depending). We believe our school should be a positive, stimulating working environment to maximise the learning opportunities for the students academically, socially and emotionally.

The staff welcomes the opportunity to talk to parents about any issues relating to their child/ren's education. If you wish to discuss something with your child's teacher, please negotiate a suitable time when the teacher is not 'in class'.

Parent volunteers are highly valued and essential in assisting us to provide programs that meet the individual needs of our students. If you have specific skills, talents or interests that you are willing to share with your child's class or across the school please let us know. Volunteers can help in many ways eg: coaching sports or making teaching resources. To maximise the benefit of your assistance in the classroom it is appreciated if you inform the teacher prior to your visit so that this can be planned for within the class program.

Our School Council is responsible for a range of administrative and decision-making functions within the school in accordance with the Department of Education. The School Council is elected from parents and staff at the Annual General Meeting (AGM) each year. Being a member of School Council provides an opportunity for parents to formally participate in decisions that affect their child/ren's school and education.

If you have any concerns, suggestions or ideas about what is happening at school, please come and talk to us.

I hope your family's association with Dartmoor Primary School is a happy, positive and rewarding one.

Regards,



Gill Bull
Acting Principal

SCHOOL PROFILE

Dartmoor Primary School is a relatively small rural Primary School with a fairly stable enrolment of around 19 students. We have one bus bringing students to our school from small farming communities (about 50% of our students). Our nearest regional centre is Portland which is approximately 88 kms away. We are a part of the South West network and have developed close ties with our nearest Primary and Secondary schools through professional learning networks, shared resources, student interaction in sport and other activities, delivery of programs via video conferencing and shared professional development.

Dartmoor Primary School encourages individual responsibility for learning and a culture that values each student's right and potential to learn. The Primary School, along with the community, places an emphasis on encouraging students to achieve their full academic, physical and social potential.

The Primary School is well resourced with facilities and equipment. These include interactive Whiteboards in all classrooms, student laptops and ipads and outstanding outdoor space and sport equipment available at recess and lunch time.

The F-6 curriculum covers all Domain areas with Gunditjmara (our local Aboriginal language) as the Language Other Than English (LOTE).

The Primary School enjoys a positive relationship with its community. Service clubs and local industry provide excellent support for a range of school programs. Volunteer parents make a welcome and significant contribution to classroom and extra-curricular activities. The school has an active School Council and Parent Support group.

SCHOOL MOTTO

"Building Success and Friendship."

SCHOOL VALUES

Caring
Responsible
Respectful
Strive to do your best.

SCHOOL OATH

At Dartmoor Primary School we are building success and friendships every day. We strive to do our best. We are respectful, responsible and caring, and will always be that way.

SCHOOL GOALS

Curriculum

We provide a comprehensive and sequential Victorian based curriculum in order to enhance and extend the learning needs and abilities of all students. Our Victorian F-10 curriculum incorporates the Australian Curriculum and reflects Victorian priorities and standards. The curriculum includes:

English	The Arts	Health & Physical Education
Mathematics	Science	The Humanities
Technology		



Environment

The school provides a happy, safe and stimulating environment that engenders pride and promotes the well-being of all members of the school community.

Management

The school ensures that the management practices support personnel and promote effective communication to all relevant sections of the school community. The school ensures that financial resources allocation, management and purchasing reflect the policies, programs and identified priorities of the school.

Accountability

The school develops and maintains accurate and consistent monitoring procedures for student progress and school performance.

School Staff

Mrs Gillian Bull	Acting Principal Teaching Staff
Mrs. Leanne Firth	Teaching Staff
Ms. Veronica Geraghty	Teaching Staff
Ms. Bronwyn Lane	Teaching Staff
Ms Alana Nesbit	Business Manager
Ms Megan Taylor	Chaplain Classroom Support
Liza Hurst	Classroom Support
Andrea Lipscombe	Classroom Support

ABSENCES

Please ring, email, text or send a dated note to the class teacher explaining your child's absence. Unexplained absences will be followed up each day between 10am - 11am.

ASSEMBLIES

Whole school assemblies are held every day at 9 am and every second Friday at 3.00pm. The Friday assembly features the awarding of Student of the Week positive behaviour incentives, and recognition of birthdays, sporting news and general information. Parents are encouraged to join us for the Friday assemblies.

Students are awarded Student of the Week for such things as:

- excellent scholastic performance
- trying hard; effort
- improvement
- citizenship; courtesy; good behaviour
- sporting achievement
- getting along
- displaying resilience
- striving to do their best.



ATHLETICS SPORTS AND CROSS COUNTRY

Each year in Term 1 all children are involved in Rural Schools Athletics Sports (Dartmoor, Narrawong and Bolwarra combined athletics sports). Successful students from Years 3 - 6 then go on to compete in District sports, Zone sports and finally State sports in Melbourne. Cross Country is held at Narrawong in Term 2.

BOOK CLUB

Good quality books and software can be purchased from Scholastic Book Club. Order forms are sent home on a regular basis throughout the year. Money and orders are processed at school and books are delivered to the children at school. When ordering parents are asked to send orders to school with the money and order forms enclosed in a sealed envelope.

BUILDINGS AND GROUNDS

To keep the school buildings and grounds neat and tidy, parents are asked to help at working bees.

The School Council sets working bees as required - working bees will be advertised in the newsletter, by text and Facebook. Please come along for some time on the set days. If many people attend then the jobs are done more easily and quickly.

CAMPING/ EXCURSION PROGRAM

The camp program will be developed sequentially throughout the school on a yearly basis. The purpose of the school camping program is to enrich the curriculum, assist students' social interaction and to build interpersonal skills.

The Somers Camp, run by D.E.T is available to senior students every second year. The next camp for our region will be in 2023. This is balloted and not all students are guaranteed a position if we have more students than places available.

Please read the newsletter for details of all camps/ sleepovers.

DAILY TIMES

School Times

8:30am to 9:00am Students Arrive, assembly

9:00am to 11:00am Literacy Block

11:00am to 11:30am Recess

11:30am to 1.30pm Mathematics

1:30pm to 2:15pm Lunch

2:15 to 3:15pm Integrated Studies, Health and PE, The Arts, Science

3:15pm Students dismissed

The school endeavours to run English and Mathematics between 9am and 1pm however sometimes this may vary dependent on the time of Specialist classes.

EMERGENCIES

The school has an Emergency Management Plan (DISPLAN) which will be put into action to ensure student safety. The DISPLAN is reviewed on a regular basis. Fire drills and lock downs will be undertaken from time to time to ensure the pupils are familiar with procedures.

EMERGENCY CONTACT

The school must have accurate, up to date information on parents' whereabouts as well as an emergency contact. Please notify the school immediately if there is any change of job, address, telephone numbers etc.

ENROLMENT OF PREP CHILDREN

Children now have to be five years old by April 30 in the year they start school. Some children who may be old enough to attend school may not be ready to attend for social or emotional reasons. It is a difficult decision for parents to make. If you have any concerns, please discuss them with the child's Kindergarten and Prep teachers or see the School Principal for advice.

Contact the school to arrange enrolment as soon as is convenient. At this time, you will be advised to present an immunisation certificate and birth certificate.

All schools and kindergartens co-ordinate a day or series of days when children visit their prospective school.

EXCURSIONS/EXTRA CURRICULA ACTIVITIES

Classes may go on a number of Educational Excursions throughout the year. These are regarded as an integral part of the learning process and are considered a fundamental part of the children's education. They provide experiences that stimulate curiosity and create springboards for further learning. Fees/costs for excursions must be paid in advance.

FIRST AID

In the event of an accident the school administers appropriate First Aid and if serious notifies a parent or the emergency contact. If this is not possible the school will arrange transportation to a doctor/hospital if required. Outside school injuries or sores should be treated at home.

HEAD LICE

When enrolling students parents are issued with a form asking for permission to check student's hair for head lice as the need arises.

HOMEWORK

Homework is an important part of the educational program at Dartmoor Primary School. It is an integral part of students' learning programs, providing students with the opportunity to consolidate work covered at school. Homework also enables students to explore, and extend further, other related areas of learning.

The use of appropriate homework activities by class teachers, along with parental involvement and monitoring of their completion, provides students with a valuable opportunity to maximise learning experiences they are able to gain from their time at school.

Parents can help with homework by:

- monitoring the completion of homework
- providing a suitable place for homework to be completed; a quiet desk or table in good light away from distracting influences such as televisions and other children is desirable
- where required, and where possible, assisting their child in completing set tasks
- giving encouragement and praise to their child



Recommended Homework Times

Years Prep -2

Students are expected to read each night. This includes parents reading to and with their children - modelling reading behaviour is very important. Readers are sent home on a weekly basis for students to read at home. From time to time your child may be set an appropriate task (such as learning spelling words) which should take no more than 10 minutes to complete.

Years 3-4

In addition to the recommended 20 minutes reading per night students could be expected to do, on average, 20 minutes of homework each night. Activities could include learning weekly spelling words, completing tasks not finished in the allocated class time or working on special projects.

Years 5-6

In addition to the recommended 30 minutes reading per night students could be expected to do, on average, between 20 and 30 minutes of homework each night.

Parents should be aware that these times are suggested as guidelines.

In order to provide students with the best possible outcomes we hope that parents will support the school with these initiatives.

ICT ACCEPTABLE USE AGREEMENT

At the time of enrolment parents and students are asked to complete the ICT Acceptable Use Agreement. Parents are asked to discuss the agreement with their child/ren to establish an acceptable code of conduct.

Please see the Principal if you have queries or concerns.

LANGUAGES

The school offers one 45 minute session of LOTE each week. This year the language being taught is Gunditjmarra.

MARC (Mobile Area Resource Centre) LIBRARY

The Mobile Area Resource Van and Librarian visit the school weekly. Each class has a library session, where they participate in library activities and book borrowing along with an Art session.

MEDICATION

At the time of enrolment, parents complete a detailed medical form. Please record all medication details for children with allergies or medical conditions. Parents should inform the school of any changes to the details of conditions as they occur. The medical information is important and all details should be filled in to the best of your knowledge to enable the school to have access to the latest information in case of an emergency.

Do not give children's medication to the class teacher. Medication is to be sent to school in a clearly marked container and must be stored at the front office. It is strongly recommended, however, that medication be administered at home if possible.

MUSIC FESTIVAL

Dartmoor Primary school takes pride in the fact that each year the whole school takes part in the Portland Music Festival. This involves the children preparing and practising a number of acts in music lessons to perform at the Festival. The Music Festival is held in August at the Portland Civic Hall.

PARENTS' CLUB

The Parents' Club consists of a group of parents who organise fundraising events. It is a very relaxed and friendly forum where parents meet to discuss fundraising events. All parents are welcome to attend meetings. All parents are encouraged to support these fundraising activities. Monies raised are used to finance the purchase of equipment and amenities for the students.

PARENT PARTICIPATION

Parents are regarded as partners in the education process and are a valued resource at Dartmoor Primary School. We have an open-door policy and parents are always welcome.

Every effort is made to keep parents informed of school and class happenings, coming events, sporting notices etc. through Newsletters, the Parent Facebook page and text messages.

Parents can participate in many ways. These include being part of School Council, helping with fundraising, sports coaching, library, class activities, excursions, being (an audience) at assemblies and performances and much more.

Please chat to your child's teacher about ways you can participate in class and school activities.

Parents can make a significant contribution to the successful operation of our school by:

- Participating in and contributing to fundraising activities.
- Reading newsletters and other relevant information.
- Attempting to meet all financial commitments to the school,
- Ensuring your child's absence from school is communicated by note, phone call, text or verbally.
- Being involved in School Council or Parents' Club
- Becoming involved in curricula and co-curricula activities.
- Attending Three Way Learning Conversations.
- Actively supporting your child's educational program.
- Responding to surveys.
- Being aware of and supporting the School's Discipline Policy.
- Communicating any problems directly to the school through appropriate channels

PARENT PAYMENT ARRANGEMENT

Schools provide students with free instruction allowing schools to invite parents to make a financial contribution under the following three categories:

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum.

Other Contributions - for non-curriculum items and activities.

Extra-Curricular Items & Activities and Camps/Excursions - Dartmoor Primary School offers a range of items and activities that enhance or broaden the schooling experience of students. These are above and beyond what the school provides in order to deliver the Curriculum and are provided on a user-pays basis.

Further information regarding payments can be found in the Parent Payment Policy on the DET or Dartmoor Primary School websites.

We operate on a user pays system for other school activities or programs, such as swimming, excursions, camps. Parents in possession of a current concession card are eligible to apply for the Camps Sports Excursions Fund levy. Information related to the CSEF levy is available in the newsletter at the beginning of the school year. Alternately please contact the office with any questions regarding the levy.

PERSONAL DEVELOPMENT

As outlined in the curriculum Year 5 and 6 students are offered a series of lessons covering Sexual Education. Parents will be notified when Personal Development lessons will be delivered and will be informed as to the content of the lessons.

PHOTO PERMISSION

At the time of enrolment parents are asked to complete a Photo Permission form detailing if you give permission for your child's photo to be used in the local newsletter, local or other newspapers or on a website, with no name attached.

Please see the Principal if you have any queries or concerns.

REPORTING TO PARENTS

Written reports are provided at the end of term 2 and term 4. Reports are prepared in accordance with Department of Education and Training guidelines.

Three Way Learning Conversations are held at the end of term 1 to discuss how your child has settled into their class. These interviews are expected to provide teachers, parents and students with the opportunity to engage in open discussion about the progress of their child. If required interviews will be arranged at any time during the year at the request of either parents or teachers.

SCHOOL BUS

Children are entitled to travel to school on Government school buses provided the distance from the home gate to the school is at least 4.8 kilometres. Please see the Principal or Business Manager for any queries regarding stop locations, eligibility and permission forms that need to be filled in if you are eligible to use the bus service.

Children are asked to use the front gate to reach the bus. A teacher will be on duty at this departure point every day. Children are expected to behave sensibly and safely whilst on the bus.

A daily record is kept of all students on the bus. Each child is marked present or absent. If a parent knows in advance that their child/ren will not be on the bus they are asked to contact the school and let them know. It is also a good idea to notify the bus driver. This is especially the case in the morning where the driver will need to know in advance if your student will not be on the bus that morning. This record is vital in accounting for student travel and would be extremely important in the case of an emergency.

SCHOOL PERFORMANCE

The School Community gets together for a Christmas Celebration usually in late term 4. Children perform songs and the Grade 6 students are presented with a Graduation Certificate. It is an opportunity for the school community to celebrate the school year.

SCHOOL COUNCIL

The School Council is the governing body of the school. It has representation from parents, staff and members of the community. The School Council is responsible and accountable for the overall running of the school, determining policy, budgets, approval of school programs, overseeing tendering and construction of building works, purchasing of equipment and supporting fund raising events.

The current School Council consists of 10 members: the Principal, 6 Parent representatives, 1 Community representative and 2 DEECD representatives. Meetings are held twice a term at 6:00 pm on a Wednesday night.

Council elections are conducted in March of each year.

SCHOOL LUNCHES/LUNCH ORDERS

We encourage the children to have morning fruit, and a nutritious recess and lunch to help them feel alert and energetic throughout the day. Recess is from 11:00am until 11:30am and lunch is from 1:30pm until 2:15pm.

Children may bring food that can be heated in the pie warmer oven at school on Thursdays. The lunches are put into the pie warmer at recess. All such food must be wrapped in foil and clearly labelled with the child's name. Foods that require boiling water, such as noodles are not allowed. These items would be more safely prepared in a thermos. Heating food in the school microwave is not allowed for safety reasons. Highly processed food is discouraged.

Dartmoor General Store is our Lunch Order supplier available each Friday. A menu is available on the school Facebook page and regularly in the newsletter. Please endeavour to send the correct money (if possible) in a clearly named paper bag.

SPECIALIST SUPPORT PERSONNEL

The Portland District Office employ specialist support staff who are available upon request to consult and advise school staff and families in the areas of learning difficulties, speech therapy, social and psychological assessments.

SUNSMART

Dartmoor Primary School is a Sunsmart school and children are encouraged to play in shaded areas on particularly hot days. Sunscreen is provided and available to all students throughout the year. Parents are encouraged to apply sunscreen to their children prior to sending them to school. Teachers will encourage students to use sunscreen, however staff are discouraged from applying sunscreen directly. School sun hats are provided and must be worn when outside in term 1 and 4.

SWIMMING

All students are encouraged to participate in an intensive swimming program conducted at Hamilton in the heated indoor pools in Term 4. Children will be transported to the pool by bus. They are organised into small groups based upon swimming ability. The program teaches water confidence, stroke development, survival and safety. The cost of the swimming program is outside the Parent Payments. Parents will be invoiced for the cost of the program.

2023 TERM DATES (for students)

Term 1 30th January - 6th April 2023

Term 2 24th April - 23rd June 2023

Term 3 10th July - 15th September 2023

Term 4 2nd October - 20th December 2023

TRAVEL

Cycling/Scooting

Children must wear helmets and ride safely when cycling or scooting to school. Upon arrival at school, bikes must be walked or scooted to the designated area.

UNIFORM

The Dartmoor Primary School uniform consists of navy tracksuit pants, red windcheater, royal blue polo shirt, summer dress, navy shorts and red wide brimmed hat.

Standard uniform items without the school logo can also be purchased through clothing outlets. All clothing should be named to allow easy identification if property is lost or misplaced.

The correct choice of footwear is important for the protection and comfort of the children. School shoes or sneakers are preferable. Thongs and gumboots are not appropriate at school. Children must remove their shoes whilst in class (to help keep carpets clean), hence a shoe that is easily removed will help keep frustration of tying shoelaces to a minimum. Labels on shoes will help for easy identification. (nametags or use permanent marker).

Students with hair below shoulder length must have their hair tied back as a preventative to coming in contact with another student and to assist in being able to participate in physical activities more freely and safely.

Uniform Items available to purchase form school:

- Red Windcheater (polar fleece) \$35.00
- Blue Polo Top \$25.00
- Navy Shorts \$10.00
- Red Vest (old logo and limited sizes) \$ 5.00
- School Bag \$30.00
- Blue Polo Top (old logo) \$ 5.00
- Second Hand Items \$ 5.00

